

Quick Guide to Search for an Individual Student Online

1. Login to www.edinfo.state.ia.us (BEDS website)
2. Click "State ID" button.
3. Click "Search Individual Student" button.
4. In the "Search Individual Student" screen, you can do two types of searches.
 - 4a. To search for a student based on the "State ID", use the top portion of the screen. In the "State ID" field, enter the 10-digit "State ID" of the student and click "Search".
 - If a matching student is found in the "ISN Locator Database", the matching student's information will be displayed in the next screen. If any history information is available in the database, it is shown in the bottom portion. You can see the complete details of a history record by clicking the hyperlink on the "History Date". To return back to the search screen and search for another student click "Select Another".
 - If no matching record is found in the database, the search screen will display the message "No Matches Found".
 - 4b. To search for a student based on the student details, enter Student Name and Date of Birth at the bottom portion of the search screen and click "Search". At the minimum, you need to enter the student's full "First Name" and "Last Name" to search.

The System will search for the matching records in the "ISN Locator Database". This search is done based on probabilistic methods and hence the results will show both the matches as well as the Near Matches with the value of the match probability.

 - If no matches were found it will display "No matches found".
 - If one or more "Near Matches" or "Matches" were found, the System will display them in the descending order of match probability at the bottom of the "Search Individual Student" screen. To view the full details of a given matched record, click on hyperlink in either "First Name" or "Last Name".
 - This will show the matching student's information in the next screen. If any history information is available in the database, it is shown in the bottom portion. You can see the complete details of a history record by clicking the hyperlink on the "History Date". To return back to the search screen and search for another student click "Select Another".
5. Click "Clear", reenter another search criteria to continue online search or click "State ID Home" to exit.

Note: The online Search provides the user with student information for only those students for whom the "State ID" is already created and stored in the "ISN Locator Database". Searching for an individual student will not change any details of the student in the "ISN Locator Database". To change the district or

building number of a student, the student information would need to be entered online through the “Enter Individual Student” function or uploaded in a batch file and processed through the “State ID” System.

Be aware that any search performed in the “State ID” application will create an entry into Usage Analysis tables with the details of search date & time, user login ID, and the search values entered. Unusual or excessive search requests will be investigated.